



Department of General Services
Procurement Division
707 3rd Street, 2nd Floor
West Sacramento, CA 95605

**MASTER SERVICES AGREEMENT
REVENUE MAXIMIZATION SERVICES
USER INSTRUCTIONS**

(Incorporates Supplement #1 dated February 11, 2008)

CONTRACT NO:	5-03-70-63-IT
SERVICE:	REVENUE MAXIMIZATION SERVICES
CONTRACTOR:	Public Consulting Services
EFFECTIVE:	NOVEMBER 6, 2003 THROUGH NOVEMBER 5, 2008
DISTRIBUTION:	ALL CONTRACTING OFFICES

Any questions regarding this MSA shall be directed to:

**Department of General Services
Procurement Division, Multiple Award Program
Lorna Brisco, Contract Administrator
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Phone #: (916) 375-4448
Fax #: (916) 375-4663**

Original Signature on File

Skip Ellsworth, Manager, Multiple Award Program

Date

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INTRODUCTION

A. PURPOSE

This Master Services Agreement (MSA) is designed to provide revenue maximization services. While State of California agencies and departments and local agencies make every effort to seek out all opportunities for revenues so that they can better serve the needs of the people of California. There are numerous potential sources of revenue (i.e., Medicaid reimbursement, federal billings, grant applications, etc.) upon which the State has not fully capitalized. One such source of money includes federal funds available to California but currently untapped by State due to various impediments. Because of the sheer size of the State, these funds could yield substantial revenue that would go far toward improving public services.

A local agency is any city, county, district or other governmental body empowered to spend public funds.

B. BENEFITS

1. Fixed service rates over the contract period.
2. No Risk - Contractors will only receive compensation after the agency is in receipt of the federal/grant money.

C. ORDER PLACEMENT

For Master purchase orders, delivery of services must not exceed the end term of the Master Agreement by more than 1 year. Amendments must follow Management Memo 07-10-10. All contracts are currently effective from **November 6, 2003** through **November 5, 2008**.

D. ORDER INITIATION

State Agencies shall submit all orders in excess of \$50,000 (Contractor's Fee (Compensation)) to the DGS, Office of Legal Services (OLS) for approval.

The DGS charges the ordering department of this MSA an administrative fee that is to be applied to the total order amount. The fee is a specified percentage of contracted services. The current administrative fee schedule is located at <http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>. The fee is not included in the contractor's hourly rates for this MSA. The Multiple Award Program Section (MAPS) will bill the agency directly for the administrative fee.

E. CONTRACTOR CONTACTS

Contractor(s) are as follows:

5-03-70-63-IT VIN #656359

Public Consulting Group
148 State Street, 10th Floor
Boston, MA 02109
(617) 426-2026

F. STATE OF CALIFORNIA CONTACT

Contract Administrator:

Lorna Brisco
DGS, Procurement Division
Multiple Award Program (MAP)
707 3rd Street, 2nd Floor
West Sacramento, CA 95605
Phone: (916) 375-4448
Email: : lorna.brisco@dgs.ca.gov

CONTRACT GUIDELINES

A. NEW ORDERS

Agencies can place an order by completing a Standard Agreement (STD 213) with Statement of Work and/or Task Schedule. In addition to the STD 213, ordering agencies shall also complete an Agreement Summary (STD 215).

Local Agencies may, in lieu of the State's purchase order forms, use their own purchase document as long as it includes the same information as that required on the Standard Agreement (STD 213).

B. DISTRIBUTION One copy of the approved Standard Agreement (STD 213) must be sent to:

DGS/Procurement Division
Multiple Award Program (MAP)
707 3rd Street, 2nd Floor
West Sacramento, CA 95605

C. TERMINATION

Refer to the language in the attached Contract (STD 213), Exhibit E – Special Terms and Conditions, Item 18. Cancellation/Termination.

D. AMENDMENTS

Use the Standard Agreement Amendment (213a) to amend a STD 213. Agencies may amend a contract by attaining an approved “non-competitive bid (NCB)” justification – please refer to Management Memo 03-10 on the Procurement Division website for more information.

E. AGENCY REPORTING REQUIREMENTS

If a contractor is either performing in an outstanding manner or if performance problems are encountered, agencies are encouraged to complete a State Agency MSA Contract Performance Report. You will find this report on page 8. Please send this report to the Contract Administrator.

F. DVBE

The Disabled Veteran Business Enterprise (DVBE) participation goals were not included as a bid requirement for this MSA. For each individual project, as the agency business needs are being developed, ordering agencies should decide whether to require MSA contractors to meet DVBE participation goals or to not include such a requirement in the contract for the individual project.

G. STATE POLICY FOR STATE AGENCIES

THE USE OF MASTER SERVICE AGREEMENTS IS OPTIONAL.



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During the MSA contract term, state agencies' orders are limited to a maximum of \$500,000 per contract order. There shall be no minimum dollar value required on any contract order.

1. Contracts less than \$50,000 are exempt from DGS/OLS Review/Approval
2. Contracts equal to or more than \$50,000 are subject to DGS/OLS Review/Approval

Departments may not execute a non-IT Services Master Agreement transaction in excess of \$500,000.

I. INVOICES

Refer to the language in the attached Contract (STD 213), Exhibit E – Special Terms and Conditions, Item 11. Reporting, Invoicing, and Payment for Services.

J. CONTRACT FOR REVENUE MAXIMIZATION SERVICES

For your information, attached is a copy of the approved contract for Revenue Maximization Services.

H. PROCUREMENT GUIDELINES

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CONTRACTOR FEE (COMPENSATION) SCHEDULE

The following percentage ranges are the minimums and maximums that the contractors will charge a governmental agency.

SUPPLIER	CONTRACTOR FEE (COMPENSATION)
PUBLIC CONSULTING GROUP	1% TO 8%

FORMS

The following forms may be obtained at the following website below:

<http://www.ols.dgs.ca.gov/Contracting+Info/formsandinstructions.htm>

1. Standard Agreement (STD 213)
2. Standard Agreement Amendment (STD 213a)
3. Agreement Summary (STD 215)

STATE AGENCY MSA CONTRACT PERFORMANCE REPORT

1. GENERAL INFORMATION

Date: _____

Agency Name: _____ Contractor Name: _____

Contact Person: _____ Order Number: _____

Phone Number: _____

2. OUTSTANDING PERFORMANCE

Have you hired this Contractor previously? Yes _____ No _____

Provide a brief explanation of the situation and what was done by the Contractor that made their work outstanding:

3. PROBLEM REPORTING

Has the problem been resolved? Yes _____ No _____

Provide a brief explanation of the situation that resulted in the problem:

Discuss what has been done by the Contractor and your Agency to resolve the problem:
